

# THE CITY OF CARLSBAD



## Emergency Medical Services (EMS)

### Paramedic Nurse Coordinator Fire

**Annual Salary:**  
**\$72,800 – 100,100**

**Filing Deadline:**  
**October 11, 2006**



## *The City*

The City of Carlsbad is located on the beautiful coastline of the desirable north county of San Diego. The city is only 62% developed and is expected to grow from its current population of 98,000 to 127,800 once its 42 square miles are built out. Carlsbad residents enjoy the benefits of a full service City, including its own fire and police, library, utilities and water services departments.



## *The Department*

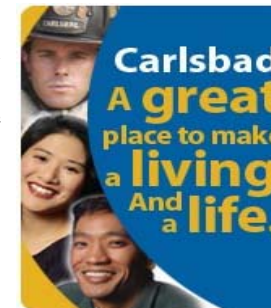
The Fire Department is comprised of 86 positions, department budget of \$15.5 million and includes emergency operations, disaster preparedness, and fire prevention functions. Responds from 6 fire stations and includes paramedic/ambulance services.

## *The Position*

Under general supervision of the Division Chief of Emergency Operations, performs duties related to Emergency Medical Services including; training, monitoring, evaluation, procurement, inventory control, quality control, quality improvement, billing, legal/regulatory compliance, public education, and training records.

## *Key Responsibilities:*

- Develop, implement, conduct and certify Paramedic and Emergency Medical Technician (EMT) training and continuing education.
- Evaluate skills and knowledge of Paramedic personnel via ride-along evaluations and skills testing.
- Procure, inventory, and distribute medical supplies and pharmaceuticals.
- Represent Carlsbad Fire Department on state, local and regional boards/committees and with Base Hospital.
- Ensure adherence to County Protocols and accepted standards of care.
- Conduct threshold incident reviews for EMS-related activities
- Ensure EMS system compliance with HIPPA and other related regulations.
- Serve as a resource to the Medical Unit Leader on local and regional Mass Casualty Incidents (MCI's) and drills.
- Create and administer an EMS public education program.



## *Qualifications:*

### Knowledge of:

- ♦ Standard practices and procedures of emergency medical care, basic and advanced life support standards and care delivery systems.
- ♦ Applicable federal, state and local ordinances, laws, rules and regulations, codes and standards.
- ♦ Adult teaching principles, curriculum development, training methods, and test development.
- ♦ Nursing procedures applicable to the EMS program.
- ♦ Ambulance transport systems and billing.
- ♦ Emergency command procedures such as: Incident Command Systems (ICS), Standardized Emergency Management Systems (SEMS) and National Emergency Management Systems (NIMS).

### Ability to:

- ♦ Develop, review, coordinate, schedule and deliver education programs.
- ♦ Interpret, apply and ensure compliance with federal, state, local and department laws, regulations and policies.
- ♦ Establish and maintain effective working relationships with Fire Department personnel, other agencies, and members of the general public.
- ♦ Maintain skill base to perform all patient care skills that are required of paramedics and EMT's.
- ♦ Communicate clearly and concisely, both orally and in writing.
- ♦ Develop and deliver written and oral presentations.

## Required License & Certification:

Possession of a Registered Nursing license issued by the California Board of Registered Nurses.

Possession of or ability to obtain an Advanced Cardiac Life Support instructor certification.

Possession of a Mobile Intensive Care Nurse (MICN) certification issued by the County of San Diego, Division of Health and Human Services Agency, EMS Division is preferred.

## Special Requirements:

Must have willingness and ability to work variable shifts including weekends and evening hours as required and attend meetings and training activities. Incumbent will wear a uniform.

This is an at-will management classification.

## Experience and Education:

Bachelor's Degree or its equivalent from an accredited college or university with major course work in nursing, education or a related field. Course work in the areas of public health is highly desirable.

## Compensation and Benefits:

The City also offers an attractive benefits package including:

**Group Health Insurance** – Several plans are available through the California Public Employees' Retirement system.

**Retirement – 3% @ 60 plan.** The City pays 7% of the employee's retirement contribution to CalPERS in addition to the required employer's contribution.

**Holidays** – 11 scheduled holidays per year and one flexible holiday.

**Vacation** – Vacation hours earned are based on years of continuous service.

**Executive Leave** – 56 hours per fiscal year

## Supplemental Questionnaire

**Instructions:** Please type and number your responses to the following questions. Respond to each question concisely. Include the following statement, your signature and the date at the bottom of your supplemental questionnaire, "I declare the statements on this application and questionnaire are true and complete to the best of my knowledge and belief."

1. Describe your experience and training that qualifies you for this position.
2. Describe your experience with Quality Improvement /Quality Assurance Programs.



## Filing Deadline

Application packages must be submitted to Human Resources by 5:00 PM, October 11, 2006 .

On-line Applications may be downloaded from:

[www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr)

or call (760) 602-2440 to request the Application.

City of Carlsbad  
Human Resources Department  
1635 Faraday Avenue  
Carlsbad, CA 92008-7314

